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Minutes  
Public Records Board  
March 3, 2014; 1:30pm – 4:00pm  
Legislative Audit Conference Room  
22 East Mifflin Street, 4<sup>th</sup> Floor

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Board Members Present: Matthew Blessing, Sandra Broady-Rudd, Mary Burke, Scott Kowalski, Bryan Naab, and Peter Sorce

Board Members Not Present: Carl Buesing, Melissa Schmidt

**1) Call To Order:** 1:30 PM

**2) Minutes from November 11, 2013:** The Board reviewed the draft minutes and proposed amendments. The minutes were approved as amended: Scott Kowalski and Mary Burke.

**3) Comments from Chair:** The Board Chair, Matthew Blessing, noted the meeting's full agenda illustrates the demands on record keepers at all levels including state agencies, local units of government, and the Board itself. He feels positive about the laws, processes, staff, and tools the state has in place to assist record keepers. The Chair is pleased to see the recent emphasis on training from the Board's working committees. However, he noted that many agencies will need to commit budget resources to adequately address electronic records management in the next 2-3 years.

**4) Committee Reports**

**a) Records Management Committee**

- i) **1<sup>st</sup> Quarter Index:** The Committee Chair, Bryan Naab, reported the records retention disposition authorizations this quarter were straightforward and needed minimal follow-up. Of note, however, the Public Records Board Record Series Index includes two general schedule record series amendments. The Committee Chair said there was a discussion regarding scheduling databases during the Committee's review of the submissions which included the Record Officers present. As a result of the discussion, Dawn Bluma, Record Officer for the Department of Workforce Development, agreed to draft background information on scheduling databases and their related records. The Committee acknowledged the attendance of Record Officers who have submissions under review is very helpful and greatly appreciated. A motion was made to approve the Public Records Board Records Series Index as submitted. Bryan Naab and Mary Burke approved.
- ii) **Index Language:** The Committee Chair gave a brief history of the language drafted for the Public Records Board Records Series Index. The Committee provided examples of two language and placement options for the Board's review. The decision was reached to place the accepted new language at the beginning of submissions from local units of government. Additionally, it was decided to make the local unit section more distinct by adding a header and using a page break to start a new page. These changes will be initiated with the March 2014 Public Record Series Records Index.
- iii) **Executive Secretary RDA Authority:** The Committee Chair reviewed the history of record series amendments and additional amendment authority being requested by the Executive Secretary. The Committee requested the authority to modify addresses and telephone numbers be added and, after discussion, that the document be amended to clearly reflect this authority would be for all record series'. The document will be updated for the May 12, 2014 Board meeting.

**b) Records Resource Management Committee**

- i) **Managing Web Records Guidance:** The Committee Chair, Sandra Broady-Rudd, thanked the members of the work group that helped draft the document. She reviewed the document's history and intent. The committee would like the Board's input on the draft they were sent previously so it may be presented to the Administrative Officer's Council (AOC). Some of the Board members provided edits and suggestions. There was a lengthy discussion on the implementation and day-to-day management of web-based records being proposed in this document. Historical Society representatives provided an overview of their work with "Archive-IT", a subscription service they license on an annual basis, which is utilized to capture the websites of state agencies and Wisconsin local governments. The work is labor intensive and challenging due to staffing levels. The consensus of Board members present was, once amended per their earlier comments, the draft could move forward to the AOC. Comments from the AOC will be used to create a final draft for review and approval at the May 12, 2014 Board meeting.

**c) Records Officer Council**

- i) **General Schedule Updates:** The Council Chair, Georgia Thompson, provided updates on the progress of General Schedules as follows: Motor Vehicle renewal was presented to the AOC on February 12, 2014. Feedback is due on March 7, 2014. A final draft is expected for review during the Board's second quarter review cycle. The new Legal General Schedule has been sent to agency Record Officers for review by them and their legal counsel. Feedback is due by March 28, 2014. The next step is review by the AOC. A draft should be ready for review during the Board's third quarter review cycle. The revisions to the Information Technology General Schedule will be presented to the IT Directors Council next and then the AOC. A draft should be ready for the Board's third quarter review cycle. The Council Chair also informed the Board that the Council will be forming a workgroup to standardize a template for all general schedules for consistency. Once a template is approved the workgroup will review and update the Introduction to General Schedules. They expect to have a draft for Board review at the August 18, 2014 Board meeting.

**d) Policy Committee**

- i) **Statutory Requirements Checklist:** Committee Chair, Matthew Blessing, reviewed the history and intent of the checklist. It was completed as a self-assessment for Board members and an orientation piece for the newer members of the Board. Georgia Thompson provided a companion document distinguishing the 'shall' vs. 'may' directives in the statutes associated with the Public Records Board as requested at the November 11, 2013 Board meeting. Board members discussed some of the items on the checklist. The Board members appreciated everyone's efforts in compiling the document.
- ii) **PII Registry:** Georgia Thompson was tasked by the Board during its November 11, 2013, meeting to research the capability to prepare a Personally Identifiable Information (PII) Registry. She reviewed the document which was sent to the Board prior to the March 3, 2014, meeting. The PRB-001 form instructions address the PII Registry exemptions noted in Wis. Stat. § 16.61 (3)(u) but it is unclear if employees completing the form read or understand the directions. If the PII Registry was requested today, it could be created but manual processes would be involved. After discussion by the Board members, it was decided that the PRB-001 form should be amended to more clearly highlight the PII exemptions to follow. Other revisions to the form were discussed but the Board felt the only revisions at this time should be to PII and the justification of a request for the permanent retention of records.
- iii) **Email Guidance:** The Committee Chair asked Georgia Thompson to update the Guidelines for the Management and Retention of Public Record E-Mail based on the court's decision in *Schill v Wisconsin Rapids*. She worked with Records Officers to update the document and presented it for Board review. There was a discussion by Board members about the history of the current document and the need to assure the guidance clearly addresses the distinction between public records law and records retention. Mary Burke agreed to chair an ad hoc committee of the Board's attorneys to review and revise the document. Other committee members are Scott Kowalski, Carl Buesing, and

Melissa Schmidt. The Board asked that the current guidance document be taken off the website until the revised document is approved.

**5) New Business:**

- a) Outlook 2013 Presentation:** David Cagigal, Department of Administration, Administrator for the Division of Enterprise Technology (DET) and the state's Chief Information Officer, and his Deputy Administrator, Herb Thompson, provided a presentation and answered questions on the implementation of Outlook 2013. Herb explained that the bulk of the project is upgrading the backend interface from Exchange 2007 to Exchange 2013. Most of DET's clients will not see any change on their individual desktop. Herb reviewed several positive outcomes and new services which will be available once the upgrade is complete. David Cagigal discussed the new archiving options users will have available. He also discussed research his department was asked to do by the Department of Justice regarding long-term archiving options of all email messages. Mr. Cagigal collected questions from the Board and Record Officers present about retention, transferring data to the Historical Society, and costs associated with mailboxes. He will follow-up with Georgia Thompson.
- b) Training Committee Update:** Ana Aquino-Perez reviewed the goals of the committee. The committee presented for Board review, Introduction to Records Management, the first module in the training toolkit they are developing. Each module will include a PowerPoint presentation, training template, and a companion single page guidance document. The modules will be focused on a variety of audiences. The presentations will have standard text which cannot be changed and space to allow each Record Officer to add information unique to their agency. The Board commended the efforts of the committee and noted the materials all look very professional. As these materials contain references to personal email and will be posted to the PRB website upon completion, the Board asked the committee to delay distribution of the training module until the Guidelines for the Management and Retention of Public Record Email is completed.

**6) Other Business:**

- a) Elections:** Pursuant to Section 15.07(2) of the Wisconsin Statutes, at its first meeting in each year, every board shall elect a chairperson, vice chairperson, and secretary. The Board Chair asked for nominations for each position. The results are as follows: Secretary – Sandra Broady-Rudd, nominated by Matthew Blessing and Scott Kowalski, all approved; Vice Chairperson – Scott Kowalski, nominated by Matt Blessing and Mary Burke, all approved; and Chair – Matt Blessing, nominated by Scott Kowalski and Bryan Naab, all approved.

Meeting Adjourned at 4:04 PM.

The next regular meeting is scheduled for May 12, 2014, 1:30 – 4:00pm, at the Legislative Audit Bureau, in Conference Room, 4<sup>th</sup> Floor.